

 <p>सत्यमेव जयते</p>	<p>भारत सरकार/ Government of India वित्त मंत्रालय / Ministry of Finance आयुक्त सीमाशुल्क एन.एस.-II का कार्यालय Office of Commissioner of Customs NS-II, मुख्य निर्यात का मूल्यांकन, Appraising Main Export, जवाहरलाल नेहरू कस्टम हाउस, न्हावा शेवा, Jawaharlal Nehru Custom House, Nhava Sheva, जिला - रायगढ़, महाराष्ट्र - 400 707 Dist.- Raigad, Maharashtra – 400 707</p>	
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Date: 15-12-2025

Standing Order No. 19 /2025

**Sub: Procedure for Back to Town of Export Cargo-
Processing of BTT file through e-office- reg.**

Attention is invited to Public Notice No. 75/2023 dated 31.08.2023 issued by this office.

2. In partial modification of the instructions/guidelines contained in Public Notice No. 75/2023 dated 31.08.2023, the following guidelines are prescribed as a matter of preventive vigilance and systemic improvement:

- i) All 'Back to Town' permissions handled in the Export Docks/CPP should be mandatorily processed through e-office only.
- ii) In addition to processing mis-declarations found during the course of examination through e-office, recording of these observations should also be made in ICES.

3. Instances have come to the notice of this office that in spite of provisional release orders being issued by the Sections concerned, goods are not being cleared for export or back-to-town, as the case may be, by the Exporter/Customs Broker (CB) in a reasonable time period and are held up in CFS. Hence, for effective monitoring of such cases, it is decided that:

- i. Sections concerned [SIIB(X) /CEAC /Export Docks /EPSMMC / Drawback] shall process provisional release orders only in e-office.
 - ii. A fortnightly report regarding goods granted provisional release during the preceding fortnight shall be submitted to Appraising Main(X) by the in-charge DC/AC, CEAC and SIIB(X) starting from 31-12-2025 in the format attached (Annexure-A) within 3 days from the 1st or 16th, as the case may be, of the month for the preceding fortnight.
4. Further, DC/AC, Export Docks and CPP shall ensure maintenance of a BTT Register

in all CFSs/CPP under their charge, and a weekly consolidated report of all back-to-town cases may be forwarded by the DC/AC, Export Docks or CPP, as the case may be, to the DC/AC, SIIB(X) on the official email id: siibx.jnch@gov.in, in terms of Standing Order No. 01/2023 dated 05.01.2023 in the format attached (Annexure-B).

5. The Public Notice No. 75/2023 dated 31.08.2023 is amended to the extent indicated as above and the other BTT procedure shall remain unchanged.

6. All officers concerned are hereby directed to take note of the above instructions and ensure strict compliance. Any deviation will be viewed seriously.

7. Difficulties, if any, in the implementation of these instructions may be brought to the notice of the undersigned.

Encl: As Above

Digitally signed by
GIRIDHAR GOPALKRISHNA PAI
Date: 15-12-2025 13:40:59
(Giridhar G. Pai)

Commissioner of Customs,
NS-II, JNCH, Nhava Sheva

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-II, Nhava Sheva.
2. The Commissioners of Customs, NS-I, NS-III, NS-V, NS-G and NS Audit, Nhava Sheva.
3. All Additional/Joint/Dy./Asstt. Commissioners of Customs, Nhava Sheva.
4. All sections under NS-II, JNCH
5. AC/DC, EDI for uploading on JNCH website.
6. Office copy

Annexure-A

A. SIIB (List of PR given for the fortnight (DD-MM-YY to DD-MM-YY)):

Sr. No.	SB number & Date	Name of Exporter	Date of Permission for provisional Release order & CFS name	Whether Back to Town (BTT) or Export

B. CEAC :

Sr. No.	Shipping Bill number & Date	Name of Exporter	Date of provisional release order & CFS name	Bond/BG amount	Whether Back to Town (BTT) or Export	Reason of pendency/Remarks by CEAC (In case of delay of more than 5 days)	Whether Goods released by Export Docks in 3 working days or not (CEAC to obtain written report from Concerned CFS)

Opening Balance (From Date)	
Closing Balance (To Date)	

Annexure-B

Sr. No.	S/Bill number and date	Name of CFS	Name of the exporter	Item description	Quantity	FOB value	Reason for BTT	Full cargo/part cargo